



## Good Faith Efforts Guidance

The following is a list of the types of actions that may be considered good faith efforts. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases, however please check all that apply in this instance. **Provide documentation for ALL instances selected.**

The term small business refer to firms certified as Disadvantaged, Minority-owned, Woman-owned or Emerging Small business by the State of Oregon's Office of Minority, Women and emerging small business or the Washington State Office of Minority & Women's Business Enterprises. In the case of a federally funded solicitation with a DBE goal stated, the term small business shall refer to a small business certified as Disadvantaged Business Enterprise by the above referenced certification offices.

### Good Faith Efforts Checklist

| Yes<br>(✓) | No<br>(✓) | Evidence of Good Faith Efforts                                                                                                                                                                                                                                                                                                                                                                    |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |           | <b>Pre-Bid Meetings(s):</b> The bidder identified and selected specific economically feasible units of the project to be performed by small businesses in order to increase the likelihood of participation by such enterprises.                                                                                                                                                                  |
|            |           | <b>Advertisement:</b> The bidder advertised in general circulation, trade association, and minority and trade-oriented, women-focus publications, if any, concerning the subcontracting or material supply opportunities.                                                                                                                                                                         |
|            |           | <b>Certification Office:</b> The bidder utilized the Office of Minority, Women and Emerging Small Business online directory of certified small businesses to locate and identify potential firms to subcontract with.                                                                                                                                                                             |
|            |           | <b>Small Contract(s):</b> The bidder identified and selected economically feasible units of the project to be performed by small businesses in order to increase the likelihood of participation by such enterprises.                                                                                                                                                                             |
|            |           | <b>Written Notice(s):</b> The bidder provided written notice to a reasonable number of specific small businesses for the selected subcontracting or material supply work in sufficient time to allow the small businesses to participate effectively                                                                                                                                              |
|            |           | <b>Follow-up:</b> The bidder followed up initial solicitations of interest by contacting the small businesses to determine with certainty whether they were interested.                                                                                                                                                                                                                           |
|            |           | <b>Information:</b> The bidder provided interested small businesses with adequate information about the drawings, specifications, and requirements for the selected subcontracting or material supply work.                                                                                                                                                                                       |
|            |           | <b>Good Faith Negotiations:</b> The bidder negotiated in good faith with the small businesses submitting bids and did not without justifiable reason reject as unsatisfactory bids prepared by any small business.<br><b>(See solicitation for guidance on negotiation of price)</b>                                                                                                              |
|            |           | <b>Assistance:</b> Where applicable, the bidder advised and made efforts to assist interested small businesses in obtaining bonding, lines of credit, or insurance required by the Port of the bidder.                                                                                                                                                                                            |
|            |           | <b>Community Resources:</b> The bidder used the services of minority community organizations, minority contractor groups, local, state, and federal minority business assistance offices, and other organizations identified by the State of Oregon's Advocate for Minority, Women, and Emerging Small Business that provide assistance in the recruitment and placement of business enterprises. |

# Community Resources

The list provided is not intended to be mandatory or exclusive. The organizations listed can assist you in your efforts to locate and reach out to certified firms. Additional organizations which may not be listed below may provide services that can assist you in your outreach efforts. It is at your discretion to identify and utilize such resources as you deem appropriate.

## **Certification Offices**

State of Oregon  
Office of Minority, Women and  
Emerging Small Business  
775 Summer St, NE Ste 200  
Salem, OR 97301  
503-986-0123  
[www.oregon4biz.com/certification](http://www.oregon4biz.com/certification)

State of Washington  
Washington State Office of Minority & Women's  
Business Enterprises  
210 11<sup>th</sup> Ave SW, Ste 401  
Olympia, WA 98504  
360-664-9770  
<http://omwbe.wa.gov/>

## **Media Organizations**

Daily Journal of Commerce of Oregon  
[www.djcoregon.com](http://www.djcoregon.com)

El Hispanic News  
<http://www.elhispanicnews.com/>

The Skanner  
[www.theskanner.com](http://www.theskanner.com)

Asian Reporter  
<http://www.asianreporter.com/>

Portland Observer  
<http://portlandobserver.com/>

## **Trade/Minority Organizations**

Oregon Association of Minority Entrepreneurs  
[www.oame.org](http://www.oame.org)

Associated General Contractors  
<http://www.agc-oregon.org/>

National Association of Minority Contractors  
<http://namc-oregon.org/>

American Council of Engineering Companies  
<http://www.acecoregon.org/>

Hispanic Metropolitan Chamber  
[www.hmccoregon.com](http://www.hmccoregon.com)

Oregon Native American Chamber of Commerce  
[www.onacc.org](http://www.onacc.org)

Philippine American Chamber of Commerce  
[www.pacco.org](http://www.pacco.org)

Asian Pacific American Chamber of Commerce  
[www.apacc-or.org](http://www.apacc-or.org)

Business Diversity Institute  
[www.bdiweb.org](http://www.bdiweb.org)



## Good Faith Efforts Contact Log

Project Name \_\_\_\_\_  
Bidder Name \_\_\_\_\_

Solicitation # \_\_\_\_\_  
Contact Person: \_\_\_\_\_

| Scope of work:      |                                      |                                       |                 |                             |                       |                 |             |               |                 |
|---------------------|--------------------------------------|---------------------------------------|-----------------|-----------------------------|-----------------------|-----------------|-------------|---------------|-----------------|
| Small Business Name | Indicate<br>DBE<br>MBE<br>WBE<br>ESB | Date ITB<br>Sent<br>(FAX or<br>Email) | Date<br>of Call | Contact and Phone<br>number | BID ACTIVITY<br>(Y/N) |                 |             | REJECTED BIDS |                 |
|                     |                                      |                                       |                 |                             | Will<br>Bid           | Bid<br>Received | Bid<br>Used | BID Amount    | Reason Not Used |
|                     |                                      |                                       |                 |                             |                       |                 |             |               |                 |
|                     |                                      |                                       |                 |                             |                       |                 |             |               |                 |
|                     |                                      |                                       |                 |                             |                       |                 |             |               |                 |
|                     |                                      |                                       |                 |                             |                       |                 |             |               |                 |
|                     |                                      |                                       |                 |                             |                       |                 |             |               |                 |
|                     |                                      |                                       |                 |                             |                       |                 |             |               |                 |
|                     |                                      |                                       |                 |                             |                       |                 |             |               |                 |

**Instructions:** Fill out a separate form for each scope of work identified for small business participation on this project. Documentation for contact is required for proof of Good Faith Efforts documentation. This includes, fax records, email records, correspondence and documents as deemed appropriate to prove contact occurred. We recommend verifying certification status prior to counting them toward goal attainment.

If this is a federally funded program with a DBE goal stated, ONLY DBE certified firms should be listed on this contact log.